



THE CITY OF SAN DIEGO  
MAYOR JERRY SANDERS

## M E M O R A N D U M

DATE: June 17, 2008

TO: Hadi Dehgani, Personnel Director

FROM: Anna Tatár, Library Director,  
via Elmer Heap, Deputy Chief of Customer Services

SUBJECT: Request to Exempt a Program Manager Position from the Classified Service

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Charter Section 117 states that the Unclassified Service shall include "*managerial employees having significant responsibilities for formulating and administering Department policies and programs. Each such position shall be exempt from the Classified Service by ordinances, upon the initiation of the appropriate appointing authority and after receiving advisory review and comment of the Civil Service Commission and the approval of the City Council.*"

As the San Diego Library looks ahead to a new Central Library and a world that continues to rapidly evolve the ways information is stored and accessed, it is important to place a greater emphasis on technology that can adapt to the changing way the public accesses information.

It is requested that the Civil Service Commission exempt one (1) Program Manager (working title of Technology Resources Program Manager) position from the classified service. The city has made significant investments in technology enhancements such as the new Integrated Library System and express check stations and it is important for the Library to get the most out of these enhancements by training and encouraging staff to accept them and to develop and change work processes to improve reduce steps and to reduce overall cost. This position will be responsible for formulating and administering department policies on the use of these technology programs.

This position will be responsible for creating and articulating a flexible technology strategy to support the information and digital technology needs of the library and the public; participate in developing a shared vision for the future of the library's information and digital technology programs; direct staff responsible for developing and providing technology services, including digital collections, digital technologies and internet resources.

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The position will report directly to the Central Library Deputy Director and will also provide support and advice on all information and digital technology trends and innovations that will impact library programs system wide, including Branch Libraries and Technical Services. The Technology Resources Program Manager will explore innovative applications of emerging information technologies to enhance and expand services to the public, lead the library's digital technology initiatives, participate in library strategic planning, budget and resource allocation decisions, recommend program and policy changes that effect technology. This position will also serve as a member of the Library Executive Team.

Under the general direction of the Central Library Deputy Director, the Technology Resources Program Manager will be responsible for the following departmental functions:

- Develop and maintain the Department's Technology Plan to assure goals are compatible and are incorporated in the department's overall strategic plan in order to meet existing/future departmental needs as follows:
  - Research national library trends in emerging technologies to determine which services will increase the library's ability to deliver improved information resources to the public and develop policy on the public use of these technologies. This would include such technologies as downloadable media, noncommercial subscription databases, Wiki's (shared web pages which allow the public to contribute or modify information), Blogs (web site used by multiple users to share/collaborate information).
  - Collaborate with outside agencies, foundations, or other external funding opportunities on joint projects such as "School Rooms" which is a State grant funded database which is jointly used by San Diego Unified School District's and the Library.
  - Review plans for new libraries and major modifications to existing facilities to ensure current and future technology needs, such as those outlined in the 21<sup>st</sup> Centaury Library Plan, are incorporated into the designs.
  - Participate, on behalf of the Library, on Regional and State technology committees.
  - Identify process changes which are available through the new Integrated Library System to increase sectional efficiency and decrease operating cost throughout the department. (Example: Work with Technical Services Section, review how materials are currently ordered and cataloged and make changes to labor processes to gain efficiencies which are available through the Integrated Library System work flow.)
  - Evaluate and recommend technological enhancements which will benefit staff and public. Such technological enhancements would include express check stations, debit/credit card payment options, pay for print and Radio Frequency Identification (RFID) tags.
  - Manage the use of monthly, annual and statistical data to improve the library's ability to maintain a collection that is relevant to the needs of the communities that are served.

*This Technology Resources Program Manager position will require that the incumbent have*

Hadi Dehghani

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strong interpersonal skills with the ability to work with a broad range of community leaders, Regional, State and National library organizations and library staff. The incumbent will be responsible for managing, supervising and overseeing the Technology Section and will hire, train, evaluate and oversee the work of subordinate staff and will lead the work of others. Additionally, this position will require a strong commitment to the public with a major focus on innovation in providing improved technological methods for the public to access information. This position would be expected to function independently with no supervision.

If you have additional questions or would like further clarification, please contact me at 236-5843.

*Anna Tatár*

Anna Tatár  
Library Director

cc: Scott Chadwick, Director, Labor Relations

<div style="display: flex; justify-content: space-between;"> <span style="font-size: 1.5em;">000127</span> <div> <b>REQUEST FOR COUNCIL ACTION</b>  CITY OF SAN DIEGO </div> </div>		1. CERTIFICATE NUMBER (FOR AUDITOR'S USE C) <div style="text-align: right;">53 10/21</div>					
TO: CITY ATTORNEY	2. FROM (ORIGINATING DEPARTMENT): San Diego Public Library	3. DATE: 8/03/08					
4. SUBJECT: Request to Exempt one (1) Program Manager Position from Classified to Unclassified Service							
5. PRIMARY CONTACT (NAME, PHONE & MAIL STA.) Deborah Barrow x65843 MS 17	6. SECONDARY CONTACT (NAME, PHONE & MAIL STA.) Bruce Johnson x65873 MS 17	7. CHECK BOX IF REPORT TO COUNCIL IS ATTACHED <input checked="" type="checkbox"/>					
8. COMPLETE FOR ACCOUNTING PURPOSES							
FUND	DEPT. 310	9. ADDITIONAL INFORMATION / ESTIMATED COST: Budgeted					
ORGANIZATION	3004						
OBJECT ACCOUNT							
JOB ORDER							
C.I.P. NUMBER							
AMOUNT							
10. ROUTING AND APPROVALS							
ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
1	ORIGINATING DEPARTMENT	<i>Deborah L. Barrow</i>		8	DEPUTY CHIEF	<i>[Signature]</i>	8/24/08
2	PERSONNEL	<i>Hadi Deyh</i>	14 Aug 08	9	COO	<i>[Signature]</i>	9/2/08
3	FINANCIAL MGT	<i>Wina Vunify</i>	08/27/08	10	CITY ATTORNEY	<i>[Signature]</i>	9/10/08
4	LIAISON OFFICE	<i>[Signature]</i>	8/27/08	11	ORIGINATING DEPARTMENT	<i>Deborah L. Barrow</i>	9/10/08
5				DOCKET COORD: _____ COUNCIL LIAISON: <i>[Signature]</i> 9/23/08			
6				<input checked="" type="checkbox"/> COUNCIL PRESIDENT <input type="checkbox"/> SPOB <input type="checkbox"/> CONSENT <input type="checkbox"/> ADOPTION <input type="checkbox"/> REFER TO: _____ COUNCIL DATE: 10/7/08			
7							
11. PREPARATION OF: <input type="checkbox"/> RESOLUTION(S) <input checked="" type="checkbox"/> ORDINANCE(S) <input type="checkbox"/> AGREEMENT(S) <input type="checkbox"/> DEED(S)							
Approving an Exemption of one (1) position from Classified to Unclassified Service, as approved by the Civil Service Commission on July 3, 2008.							
11A. STAFF RECOMMENDATIONS: Introduce/Approve Ordinance							
12. SPECIAL CONDITIONS:							
COUNCIL DISTRICT(S):      N/A							
COMMUNITY AREA(S):      N/A							
ENVIRONMENTAL IMPACT: N/A							
HOUSING IMPACT:      N/A							
OTHER ISSUES:      N/A							

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**EXECUTIVE SUMMARY SHEET  
CITY OF SAN DIEGO**

DATE ISSUED:  
ATTENTION: Council President and City Council  
ORIGINATING DEPARTMENT: Library  
SUBJECT: Exemption of One (1) Program Manager Position  
COUNCIL DISTRICT(S): N/A  
CONTACT/PHONE NUMBER: Deborah Barrow, (619) 236-5843

REQUESTED ACTION: Exempt a Program Manager position from the Classified Service.

STAFF RECOMMENDATION: Approve the ordinance exempting position.

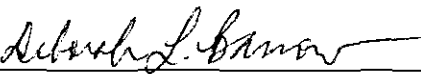
EXECUTIVE SUMMARY: See attached memo from the Personnel Director


FISCAL CONSIDERATIONS: N/A

PREVIOUS COUNCIL and/or COMMITTEE ACTION: None

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: N/A

KEY STAKEHOLDERS AND PROJECTED IMPACTS: N/A

  
\_\_\_\_\_  
Deborah Barrow  
Director of Library Department

  
\_\_\_\_\_  
Elmer L. Heap, Jr.  
Deputy Chief Operating Officer

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ORDINANCE NUMBER O-\_\_\_\_\_

DATE OF FINAL PASSAGE \_\_\_\_\_

AN ORDINANCE EXEMPTING A PROGRAM MANAGER  
POSITION FROM THE CLASSIFIED SERVICE.

WHEREAS, on July 3, 2008, the Civil Service Commission reviewed a request from the Library Department to exempt a Program Manager position from the classified service; and

WHEREAS, this position will serve as a member of the Department's management team and will be responsible for managing the Library's Technology Information Services unit and will report to the Central Library Deputy Director; and

WHEREAS, this position will be responsible for complex studies and projects including enhancing and expanding information technology services to the public; and

WHEREAS, the Civil Service Commission has reviewed the justification for exempting the position from the classified service and has found that the duties and responsibilities of the position meet the intent of Charter section 117, as confirmed in a memo from the Personnel Director to the Council President and City Council dated July 17, 2008, attached hereto as Attachment A; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of San Diego, as follows:

Section 1. That pursuant to Section 117(a)17 of the City Charter, after having been reviewed and commented upon favorably by the Civil Service Commission on July 3, 2008, as meeting the Charter criterion for exemption from the classified service, and after having considered and reviewed the Report thereon from the Personnel Director to the Council President and City Council dated July 17, 2008, attached hereto, the position of Program Manager, reporting


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to the Central Library Deputy Director, is hereby exempted from the classified service and declared to be in the unclassified service of the City of San Diego.

Section 2. That a reading of this Ordinance is dispensed with prior to its passage, a written or printed copy having been available to the City Council and the public prior to the day of its passage.

Section 3. This Ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By   
Paul F. Prather  
Deputy City Attorney

PFP:js  
09/08/08  
Or.Dept: LIBRARY  
O-2009-37  
MMS #6745

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of \_\_\_\_\_.

ELIZABETH S. MALAND  
City Clerk

By \_\_\_\_\_  
Deputy City Clerk

Approved: \_\_\_\_\_  
(date)

\_\_\_\_\_  
JERRY SANDERS, Mayor

Vetoed: \_\_\_\_\_  
(date)

\_\_\_\_\_  
JERRY SANDERS, Mayor

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CITY OF SAN DIEGO  
M E M O R A N D U M

DATE: July 17, 2008

TO: Honorable Council President and City Council

FROM: Hadi Dehghani, Personnel Director

SUBJECT: Exemption of a Program Manager position from the Classified Service

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On July 3, 2008, the Civil Service Commission reviewed a request from the Library Department Director to exempt a Program Manager position from the Classified Service. This position will administer policies on the use of information technologies to enhance and expand services to the public; develop policies and procedures to increase the efficiency of the department and participate in the development of the department's strategic plan.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempt from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, the Commission finds that it meets the intent of Charter Section 117. If additional information would be of assistance in your consideration of this matter, staff is available to respond with details as necessary.

  
Hadi Dehghani  
Personnel Director



CITY OF SAN DIEGO  
M E M O R A N D U M

DATE: June 27, 2008

TO: Civil Service Commission

FROM: Hadi Dehghani, Personnel Director

SUBJECT: Request to Exempt a Program Manager Position from the Classified Service

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Attached is a request from the Library Department Director to exempt a Program Manager position from the Classified Service.

This position will serve as a member of the department's executive management team and will be responsible for formatting and administering policies on the use of information technologies to enhance and expand services to the public, developing policies and procedures to increase the efficiency of the Library Department, collaborating with other agencies on joint projects, and participating in the development of the department's strategic plan.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Based on the above, it is recommended that this request be approved.



Hadi Dehghani  
Personnel Director

Attachment